In order for you and your staff to create their own unique username and password, your agency must first be assigned an agency specific pass code. After you have obtained the agency pass code go to http://oneplacesc.org and click the link "OnePlaceSC Sign Up" in the box labeled "eTrainingSC users" follow the directions on the page:

- 1) Click Here to Create User Name and Password
- 2) Enter your Pass Code
- 3) Create your unique username and password

If you forget your password, please use the <u>forgot your password...click here</u> link and do not create another one. If you ever need, help contact SCETV at 800-277-3245 or <u>oneplacesc@scetv.org</u>.

If you have any questions about your agency pass code or need an agency pass code please contact Monica Yarborough at 803-896-7729.